

Minutes of Waukesha County Airport Operations Commission  
July 13, 2011

Chairman Crowley called the meeting to order at 8:00 a.m.

**Commissioners Present:** Bluemke, Schoepke, Crowley and Richards. Not present: Commissioner Falstad.

**Others Present:** Samuel Cryer, Plane Safe Aircraft Maintenance; Brian Behrens, Spring City Aviation; Druanne Cryer, Plane Safe Aircraft Maintenance; Ken L Witt, Control Tower Chief; Harry Becker, Atlantic Aviation; Ray Dalman, Atlantic Aviation; Gregg Lindner, Tenant; Val Ramos, Airport Administration; Keith Markano, Airport Manager ; and Kurt Stanich, Airport Operations.

**Approve modify minutes of Minutes of June 8, 2011**

Minutes carried over for the August 10, 2011 meeting.

**Public Comment/Correspondence** – Mr. Markano received an updated Contract Tower Agreement. There were some minor modifications made to the grant assurances.

Crowley - Before starting discussion on item #3 & #4 it is important the Commission understand s what our purpose is and our mission. I would like to read the Airport Commission's Statement of Purpose. With that statement we encourage anything that will improve our operations and our revenue and reduce dependency on the County tax levy. We met with the County Executive and staff last week and it went very well. Comments were made on the return on investment that the County tax levy provides for us over eighty million dollars in additional revenue because of the investment. The return on investment on that tax levy is important but we also need to work towards making this airport a financially sustainable entity. Encourage additional development on airport grounds or outside of airport grounds in order to improve financially and to improve the services to the community, not only to the tenants but the corporate users and recreational users. We need to keep this in mind as we move forward with out agenda today and give everyone that comes forward the same fair consideration.

Richards – (FYI) There is a new organization North Star Destination Team, they are trying to determine how to create a brand for Waukesha and what they can do to better communicate and promote the facilities that are here, the effort to build more economic activity and more recognition. They will be interviewing people for ideas and discussion.

**Discussion on on a proposal from Spring City Aviation to become a full service fixed base operator** - Mr. Markano explained some of the FAA orders and FAA Advisory Circulars the airport must be in compliance. The Airport Compliance Handbook is the document the airport must follow to be in compliance with all of the grant assurances. Mr. Markano pointed out that it is important to understand about exclusive rights in this case and proceeded to read from FAA Advisory Circular on Exclusive Rights at Federally-Obligated Airports (AC No: 150/5190-6, date 1/4/07) regarding Background and Single Activity.

Crowley – Anyone expressing interest in providing services at the airport will be given full access to documentation and all information available to proceed with the process needed to fulfill and complete their application and come before the Commission for review. The Commission does not want any delays in clarification issues like in the past that had to be discussed and then brought forward at another meeting. The Commission's desire is to have this process flow smoothly. Also, if any of the interested parties on today's agenda have any concerns or unsure on the process please communicate this back to any of the Commissioners or staff so this can move forward and not tie up the process.

Bluemke – Unfortunate Commissioner Falstad (County Board Representative) is not here today because the County Board supervisors should understand what Mr. Markano just stated from the FAA , that the County cannot stand in the way of interested persons wanting to provide services at the airport. The County must realize that this is an open situation and there are necessary regulations to be followed.

Schoepke – Suggested any feedback from these individuals pursuing to provide these services should be documented (e-mail) and forwarded to the Commissioners to maintain clarity.

Crowley – Agreed this is very important to maintain all documentation communicating of all questions/concerns to have on file as reference. Has Mr. Behrens received the Minimum Standards by the County Ordinance?

Markano – Mr. Behrens received a copy of the Minimum Standards and Mr. Markano reviewed them with him.

Behrens was invited to address the Commission.

Mr. Behrens introduced himself as President of Spring City Aviation and expressed his appreciation to the Commission's cooperation for working with him on this matter. Mr. Behrens's intention is to set up a first class fixed base operation at the airport utilizing his existing three hangars on the east side of the field for aircraft storage and building a new hangar facility on a corner lot between Skycom and the Terminal Building. Plans for this facility were submitted to the airport awhile back but he is not sure they are still acceptable. The plans were for a proposed 120 x 120 square foot hangar with an 80 foot door and considerable amount of office space for a flight school, aircraft charter and management operations. Spring City would also like to provide fuel services (Jet A and 100 LL) and intends to lease land at the existing fuel farm area and constructing and installing two 15,000 gallon above ground tanks that conform to the NFPA and Wisconsin Comp 10 regulations (in the preliminary stages of planning for this), Two fuel trucks would be acquired for fueling aircraft on the airfield. Mr. Behrens would like to work closely with the Commission on this process. He has been planning this for a long time, he has been on the airport since 1996 operating a flight school and aircraft charter and would like to grow the business. Mr. Behrens feels this is the right time to proceed with his plans to provide a nice fixed based operator operation at the airport and have it be a success and help the airport grow and succeed by offering competitive fuel pricing and a larger array of services. The Commission has a copy of his resume and he plans on remaining at the airport for the rest of his career and invest fully in the airport. Mr. Behrens has looked at (and sure the Commission is aware) of the historical numbers and how those numbers have declined in fuel sales and in aircraft operations and feels there should be a recovery for the airport. Mr. Behrens asked if the Commission had any questions for him.

Bluemke – Are there intentions to adding self-fueling at your new hangar facility.

Behrens – This has been a topic of debate and Mr. Markano has addressed this to the Commission with the feasibility and location for self-fueling. At this time not enough information to decide if this would be advantageous to the airport and if this would generate enough revenue to pay for the installation. But, he would like to explore this further because if the numbers can work out, this would be a good asset for the field to provide the 24 hour access to 100LL for “little guys” that do not want to spend higher price and desire flexibility of after hours operation. The only way to keep the cost of fuel down is to have self-serve. With the development of a new building, this would be a good opportunity to think about this and decide whether as an airport in this business climate we would want self-service. This would be for 100LL only and cater to single engine aircraft. Also you would want to have this service near a building where restroom facilities and other amenities are available.

Bluemke – This brings up issue of fuel. Mr. Behrens indicated, most logical for new fixed base operation would be to use the existing fuel farm with an expansion, this would be simple. Whereas, if you add self-fuelling you have another fuel tank away from the fuel farm. Would it be desirable to consider this as a secondary option? You would not want to have approval on a basis of something that is very difficult to approve like a fuel farm.

Markano – To meet the Minimum Standards for a fuel and oils service provider, you must lease land in the fuel farm area. The County's policy is (except for self-fueling) that all fueling be in a central location. The Commission would have to go back and modify the Minimum Standards to allow self-service with tanks outside of the fuel farm area. This would then need to be approved by the County Board.

Bluemke – Would this be a difficult thing to do?

Markano – This would “muddy the waters” right now if you are going through approval for a new fixed based operator because this would be a separate ordinance that would need to go before the County Board for approval and would have to present a case for fuel tanks at another location separate from the fuel farm area. The Fire Department does not want tanks all over the place, these are issues with ground water and how fuel would be brought from outside onto the airfield.

Bluemke – Agreed with Mr. Markano that this would bog down approval for second fixed based operator provider, and he would not want this. Right way would be to approve the second fixed based operator with the option for self-serve at another location outside of the fuel farm.

Schoepke – In Mr. Behrens's presentation he heard the only way to reduce fuel prices is to offer self-serve fueling. This is an important statement that cannot be dismissed. Also in agreement not to hamper with approval process for new fixed based operator on the field. The Commission needs to find a way to get self-serve at the airport if another entity wants to provide this service (not necessarily Atlantic or Spring City). Schoepke also likes Mr. Behrens thinking in regards to the new hangar accommodating the self-serve capability.

Bluemke – Does not think Mr. Behrens's said that the fuel prices cannot be lowered. What he said was for a 24 hour fuel operation the best way to get lower fuel prices was to offer self-serve fueling. Bluemke agrees with Schoepke about not wanting to eliminate the possibility of self-serve fueling at the airport.

Schoepke – Mr. Behrens why would Jet A fuel not be a viable option for self-serve fueling?

Behrens – Jet A fuel is more of corporate type operation and does not lend itself to a self-serve operation. A corporate pilot/his passengers are a charter type operation and would not (being a pilot myself) want to be fueling that type of equipment. It is a long fueling process and a dirty one. Burlington offer self-serve Jet A fuel, but it is not really self-serve because the operators that utilize it are part of the fixed base operator (part of maintenance department/aircraft sales) and all of their flow of traffic is via the Chicago market and that jet equipment is coming through maintenance and are fueled by the mechanics before they leave. They are pumping a lot of jet fuel but not because pilots are flying there in their King Air or Citation for fueling. This type of equipment does not lend itself to self-serve fueling and the cost on the equipment would cost more than the savings. So, in Mr. Behrens's opinion self-serve Jet A fuel is not feasible, but 100LL definitely is.

Crowley – Mr. Markano is seeking approval to move forward with conceptual approval of Mr. Behrens's application and the gathering of information and for Mr. Markano continue to discuss this further with the ADO on some other issues with the compliance document that need to be ironed out and get clarification on. Once all of the information is received from Mr. Behrens, Mr. Markano will also need to meet with other County Departments (Business, Risk Management, Environmental Services, Corporation Counsel).

Richards – Motion to move forward with approval of conceptual agreement to continue to gather more information for this application process and present it to County Staff. Second to motion by Vice-chairman Bluemke. Discussion.

Schoepke – Would like more understanding in regards to requiring all of the Minimum Standards to provide a service at the airport. As the Commission moves forward it is possible for Corporation and all the other entities receiving this information to explore this further and if this can be changed? Why can't an individual profit center be on their own? Example: Why can't Spring City Aviation, without having to subcontract from Atlantic, and do flight training. Why is full Minimum Standards required? What is the purpose of this? If an individual feels they can create a profit center on their own and just provide self-serve fueling, this should be made possible/available to them without the full Minimum Standards. Why would we inhibit such an individual from providing this service on the airport?

Markano – For most individuals it is an individual service, such as Skycom that provides an avionics shop. For someone to provide separately self-serve fueling only (the most profitable revenue stream on the airport) would not be fair to others. With only one FBO, you want to guarantee that all of the services you want the airport to grow into are offered to the public (charter, flight school, fueling services and maintenance services). If you do not have individual entities that want to offer these services separately, you want to bundle these with the FBO plan so that you offer a certain level of service to the public, and anyone that comes in has to meet that same level of service in the future as the airport grows.

Schoepke – We have done a disservice to the public because we have forced fuel prices to go up. Why can't we allow competition at any level as long as they meet standards for safety.

Crowley – We do, and this is why we want to keep this process flowing. The process is very complex due to the involvement of the FAA, County Board, and other political factors. This is the first official application the Commission has received since I have been on the Commission. We are encouraging others to come forward. And I am requesting Mr. Markano to work with the other departments to push forward with this application because we do not want this held up for months because of the complicated process and do not want to discourage others from coming forward.

Crowley - At this time there is a motion and a second to approve. Vote taken, motion passed.

Crowley – As we moved forward with this application and if there are others that come forward within the next few months, they will all receive the same fair consideration in this process.

Markano – Mr. Behrens will provide financial statements, a business plan and any other required papers to Mr. Markano to help with the process.

Crowley – Thank you to Mr. Behrens for his commitment and consideration of investing into the future of the airport. This provides promise there will be a continued growth of the airport. This is a big step for Mr. Behrens as well as the County.

**Discussion and action on a proposal from PlaneSafe to purchase 503 Bluemound Road (maintenance hangar building)** – Mr. Markano addressed this item. Currently the building is leased to Atlantic Aviation as part of their FBO Lease and Operating Agreement of an annual revenue of \$18,015. PlaneSafe has expressed an interest in purchasing the building with some contingencies, a Phase I Hazardous Materials Site Assessment showing no contamination. They have made an initial offer of \$50,000 to purchase the building. Mr. Markano is working with Karen Braun in Public Works on this agenda item. This is a reverse of land acquisition where the County does the environmental assessment and appraisal. At this point Mr. Markano is looking for approval from the

Commission to consider this request and move on with this request, gather more information and meet with County staff on how to work this from the reverse acquisition proves.

Bluemke – Would like to see PlaneSafe purchase the building at the appropriate price if benefit to the County. If PlaneSafe wants to purchase the building they should do the environmental study to make sure it is a satisfactory purchase for them. It would be interesting to see a reverse process since it has never been done.

Richards – The County is receiving \$18,015 annually for this building. If the building is sold for \$50,000 will there still be a rental fee?

Markano – There will be a land lease. Mead and Hunt is looking at the airspace and taxi lane configurations to develop a lot description and square footage of the leased area. As part of the process, a land lease rate needs to be determined. Because PlaneSafe is an aeronautical service provider, the land lease rate would be higher than a private hangar.

Bluemke – Has Mr. Markano discussed this with PlaneSafe? You have the price for the hangar, environmental, maintenance and then FAA can come along and tell you that you cannot park aircraft on the property.

Markano – There is an aircraft parking limit line. The County will need to put taxiway edge markings and dashed blue line for parking limit.

Schoepke – Motion to move forward with a request by PlaneSafe to purchase the maintenance hangar building at 503 Bluemound Road and have Mr. Markano work with them and the County on the specifics of the Phase I Assessment and appraisal process. Vice-chairman Bluemke made a second. Vote taken, motion passed.

Cryer – Like Mr. Behrens, they have been at the airport for a long time and they are interested in promoting the airport. As a business standpoint, in purchasing the building solidifies their existence on the airport. The business is growing and it is time to move forward, expand the business, and promote the business. Mr. Cryer appreciates the opportunity to discuss this with the Commission.

Crowley – The Commission thanks Mr. Cryer for his investment and dedication to the airport. The further growth in your business in turn will help the County and airport grow.

Vote taken, motion passed.

**Discussion only Wings Over Waukesha event (August 26-28)** – Mr. Stanich presented an audio visual presentation before addressing the Commission. Mr. Stanich explained how the event went from being EAA sponsored to a not for profit corporation. Wings Over Waukesha Inc (WOW) is an educational 501(c)(3) operation (pending government approval) that will continue to promote aviation through education in Waukesha County throughout the year and in the air show one weekend a year. WOW received FAA approval to present an air show this year. The commission was shown WOW logo and flyers for the event. Mr. Stanich reviewed the dates, time, admission prices, and events schedule with the Commission. We will ask local tenants if they would like to bring their aircraft out and fly them around. There will be an amazing array of aircraft on the field. The airspace will be closed for approx. 2 hours for the air show. Mr. Stanich has been meeting with Atlantic Aviation so they are aware of this. The focus of this year's show will be the Veterans that have kept this Country free and have flown for the United States. We are dedicating the show to six local veterans (Marine, Navy and Airman) that lost their lives in action in Iraq and Afghanistan. We are inviting their families to attend the show, providing admission, and doing a special ceremony just for them. Mr. Stanich said they are still looking for sponsors to help with the cost of the event. There are sponsorship packages available in various dollar amount donations.

Bluemke – There is no mention of this being a charitable not for profit event on the flyers or on any of the documents he has seen. There is nothing that says to donate because this is a charity.

Richards – The event has been listed strictly as a not for profit, it does not list any charitable organization that will receive benefits from this event.

Stanich – There are EAA scholarships and money is donated to certain charities, and some of this money will be used to continue the event in the future. Mr. Stanich will look into this, perhaps this could be mentioned on the website.

Crowley – On the sponsorship package it does say that WOW is a 501(c)(3) non profit organization dedicated to promoting aviation and honoring aviation history. Will the 501(c)(3) designation be official before the event or is it still in the application process.

Stanich - It is still in the application process and said it would be a few months before the application is reviewed. For tax purposes we are very interested in getting this processed so this information (via letter) may be passed on to donors for tax purposes.

Mr. Stanich continued with the logistics part of the event with the Commission - air show box, show viewing area, static display, tie down aircraft exhibits, exhibit hall (Atlantic hangar), show planes in Stein hangar, visitors parking area & handicap parking, trams for visitors use from parking area to show area, Crash & Fire Rescue area, first aide tent, and security. Helicopter and airplane rides will also be available for a fee of \$30 to \$40 per person.

Crowley – Will there be security at the gates?

Stanich – Civil Air Patrol will be present to keep everyone within the event grounds area. A snow fence will be in place separating the restricted area from the event.

Bluemke – County provided proper insurance certificates from operators of helicopters and airplanes?

Stanich – WOW is following very strict standards as required.

Richards – What type of press coverage for WOW?

Stanich - Tracy Shilobrit is in charge of publicity for the event. She is working with several publications and a press release. Saturday, August 6<sup>th</sup> Mr. Stanich will be interviewed about the event on Channel 4 and Fox 6 will be at airport on Friday, August 26<sup>th</sup> to promote the event. Banners will be secured on the airport fence along Northview, Pewaukee and Bluemound Roads and posters will be distributed to Waukesha businesses.

Becker – The U.S. Men's Amateur Gold Championship is being held August 22<sup>nd</sup> through the 28<sup>th</sup> (he event will be televised on ESPN and Channel 4). Not sure number of aircraft coming to airport for this event and now concerned about giving up tie down area since their ramp area is being used for display aircraft. Will work with Mr. Stanich on a contingency plan for aircraft parking.

Crowley – Would like Mr. Becker and Mr. Stanich to work on a documented contingency plan agreed to by both parties.

Crowley – Would like more security personnel on the grounds for the event. With the number of people expected for the event, more security would be desirable.

Stanich – Deputy Sheriff Severson was comfortable with the security Mr. Stanich had working for the event. More security can be provided but there will be a cost for this. Mr. Stanich will revisit this with Deputy Sheriff Severson and get back to the Commission. All security people will be provided radios during their shifts.

Crowley – The Commission would like Mr. Stanich to revisit this with Deputy Sheriff Severson. The Commission will discuss this again at the August meeting and decide if additional security is desired. Will the County's emergency response vehicle and mobile tactical unit be on site?

Stanich – The Civil Air Patrol (CAP) will have their vehicle on site for the event. Mr. Stolte, Emergency Management, is not comfortable having their vehicle sit out at the airport. The CAP vehicle has direct links to emergency management and other departments.

Bluemke – Not knowing the number of people attending this event, the Commission cannot risk not having enough security on site even it this means additional money to be paid.

Crowley – The Commission would like the County mobile command center at the airport for this event. Request Mr. Stanich to ask Mr. Stolte if he will reconsider having the command unit present at the airport for this event. Everyone on the Commission commended Mr. Stanich for the outstanding job he has done with WOW.

#### **Chairman's Report –**

Last Wednesday, July 6<sup>th</sup>, Chairman Crowley and Commissioners Falstad and Richards participated in the budget review process with the County Executive and other County staff. The presentation went well with very few questions, and they were pleased with the operating budget that stayed static from 2009. The Commission received several comments on how well the operation has been run fiscally. It looks like the budget process is flowing smoothly and the next step is for the County Executive to present the budget to the County Board for approval.

Bluemke – The Commission appreciates the great job Mr. Markano has done in putting the budget together.

Crowley – Has the annual report been completed? When is the presentation date to the County Board?

Markano – Report is next on Mr. Markano's list. The annual report will be presented to the County Board in August, Mr. Markano will inform the Commission of the date.

**Airport Manager's Report –**

Regarding the cellular towers, still nothing from Corporation Counsel on this.

**Tower Activity and Fuel reports**

Fuel – Fuel up slightly, overall about a tenth of a percent over this time last year. (Error on YTD, disregard.)

Tower Activity – Mr. Stanich noticed error in compiling reports last few months, IFR and VFR traffic were being reported differently.

Tower Chief was reporting activity differently from previous Tower Chief, this has been straightened out. Operations are up 8.4% over the year.

Gateway to Milwaukee – Mr. Stanich attended a Gateway meeting and gave the Commission a brief summary.

Youth Aviation Adventure – The CAP will present this program in September. This program is to introduce kids to aviation,

Kiwanis Club – Speaking engagement last week. Mr. Stanich spoke to this same group two years ago, and this time it was much more positive.

Signs – Public Works will meet to decide where to place posts for signs. Mr. Stanich is pushing Public Works to get this done as soon as possible.

**Future agenda items:**

Restaurant

**Adjourn**

Secretary Richards moved with second by Commissioner Schoepke to adjourn. Motion carried. Meeting adjourned 10:00 a.m.

**Next meeting: Wednesday, August 10, 2011 at 8:00 a.m.**

Respectfully submitted,

Dick Richards  
Secretary  
July 13, 2011